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17 November 1955

MEMORANDUM FOR: Addressees Listed

SUBJECT: Agency Manpower Study

1. In compliance with a request from the Chairman of the House Subcommittee on the Civil Service Commission and Personnel Programs, the Director will furnish written reply on or before 15 December 1955 outlining efforts which have been made to effect manpower savings, and describing the position of the Agency with regard to current manpower requirements. A committee, chaired by The Inspector General, which includes representatives of each of the Deputy Directors, has been established to assist the Director in this matter. The Director of Communications and the Deputy Director of Personnel have been appointed committee members representing the Deputy Director (Support). The Chief, Management Staff, will act as consultant. The committee members representing each of the Deputy Directors have been instructed to conduct a survey which will provide answers to the following specific questions, and such other data as may be pertinent to the subject:

a. If the Director is required to effect a ten percent reduction in current Agency manpower, what specific action would the three Deputy Directors take to effect this reduction in their areas?

b. Are any organizational units now performing any function or activity which is being performed by another component of this Agency or by another Government agency? If so, could the function, or portions thereof, be performed entirely by the other component or other Government agency?

c. Do any organizational units now have work requirements beyond present manpower capability? If so, what additional manpower is required?

2. The committee members have been instructed to complete the survey of their respective areas and present their report by 30 November 1955. In the case of the Deputy Director (Support), each office and staff is requested to initiate, without delay, a self-study designed to produce the answers to the above questions. In this self-study, the DD/S would like to review a further point; assuming that present manpower allocations permit the accomplishment of essential tasks, what desirable tasks have been deferred or eliminated from present programs due to the current ceilings.

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3. In answering the first question it will probably be advisable to list all functions of the office in the order of their relative priority, with a view toward a percentage reduction from the bottom of the list. This, of course, would be after accomplishing all possible reductions in manpower without impairment of the most important functions. You are requested to give special consideration to the second question [subparagraph 1.b., above], regarding duplication of functions within the Agency. This is considered of great importance, even though the savings in manpower in a single instance may be slight. Such savings could help in effecting the ten percent reduction described in the first question, or could offset possible additional manpower requirements described in the third question.

4. One or both of the DD/S committee members will contact you not later than Wednesday, 23 November 1955, for discussion of progress to date, and the establishment of specific deadlines for completion of the study within the individual offices of the DD/S. In order that the individual reports may be consolidated for presentation to the whole committee on 30 November 1955 it will be necessary that all material be available to the DD/S committee members not later than noon, 28 November 1955. The Management Staff and the Office of Personnel will render all possible assistance upon your request.

SIGNED

 25X1A _____
 Director of Communications

 _____ 25X1A
 Deputy Director of Personnel

Addressee Distribution:

Director of Training - 1
 Director of Security - 1
 ✓ General Counsel - 1
 Director of Communications - 1
 Director of Logistics - 1
 Director of Personnel - 1
 Comptroller - 1
 Chief, Audit Staff - 1
 Chief, Commercial Staff - 1
 Chief, Management Staff - 1
 Chief, Medical Staff - 1
 Spec Asst to DD/S _____ - 1
 Inspector General - 1

APPROVED:

SIGNED

L. K. WHITE
 Deputy Director
 (Support)

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Remarks: It is requested that you or a senior member of your staff attend a meeting at 11:00 a.m. Friday, November 18th, in the Office of the Director of Communications to discuss this matter and to further coordinate action within the DD/S components.

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

D/CO & DD/Pers

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